

COURT REPORTER'S HANDBOOK

THIRD EDITION (1996) WITH 2004 REVISIONS

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Disclaimer

This Handbook must not be construed as constituting any part of the court reporter's employment contract with the judge. Delivery and receipt of this Handbook is not to be construed as a modification of the court reporter's employment contract.

The information and suggested procedures set forth in this Handbook are subject to constant change. The Handbook does not attempt to consider the impact of any local rules. Much of the material represents broad general statements of practice that are subject to the individual discretion of the judge. The judge may properly choose to follow or not to follow the suggested practices contained herein. This Handbook is only intended to assist the courts by providing basic answers to a court reporter's general questions. This Handbook should serve only as a foundation for further investigation and consultation with the judge. The forms contained within this Handbook are only intended to serve as samples. All information, procedures, and forms should be carefully reviewed with the judge to determine both acceptability and applicability to any specific situation.

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After consultation with the judge, the court reporter may refer specific questions either to the Indiana Judicial Center, the Indiana Supreme Court Office of State Court Administration, or the Office of Commissioner, Indiana Court of Appeals.

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Lindsay Amore, Intern, January, 2004

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PREFACE

The responsibility of a court reporter is to preserve what is said or occurs in a court proceeding when an official record must be made. This task must be performed without disruption or delay of the proceedings. The equipment used by reporters in Indiana is not uniform nor is their training but their work product must be the same: a printed transcription of the record which is accurate, organized and delivered in as short a period of time as possible.

A court reporter's responsibilities are often overlooked, misunderstood and taken for granted. Many reporters spend considerable time after normal work hours and away from family in order to complete requested transcripts.

Almost twenty-five years has passed since the publication of the first Court Reporter Handbook by the Indiana Judicial Center. Indiana's court system still does not have an agency responsible for the creation of standards for court reporting services, equipment or the education of its court reporting personnel. Indiana's courts continue to be served by a variety of reporters, varying in experience and training but dedicated to creation of a true and accurate record of court proceedings.

The Task Force has revised the previous edition in light of changes made to the Trial Rules and Rules of Appellate Procedure and changes in technology available for reporting services. The members were all volunteers with years of experience as reporters who came from all geographic areas of the state and from counties, both rural and metropolitan.

Although this manual is not official, it is offered as an approach and guide to the reporters who work, often in isolation, to handle the technical, ethical and management issues related to reporting. To paraphrase the Hon. James E. Letsinger [Lake County Superior Court (Criminal Division) retired], this is a book of recipes compiled by cooks who have spent a lot of time in the kitchen.

Richard T. Payne, Senior Judge
Chair
November 1, 2003

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TABLE OF CONTENTS

DISCLAIMER	iii
Judicial Conference of Indiana Board of Directors	v
Court Reporter Task Force	vi
Indiana Judicial Center Staff	vii
Preface	ix
Chapter 1 – Overview and Ethical Considerations	1
Definitions	3
History of Reporting and Development of Reporting Systems	3
Preparation for a Career as a Court Reporter	5
Ethics and Professionalism	6
Special Requirements	10
Chapter 2 - Overview Of Statutes, Rules And Case Law Governing Court Reporters	13
Judges General Authority to Hire a Court Reporter	15
Statutes Defining Requirements for Office	15
Duties of a Court Reporter	16
The Court Reporter in Criminal Cases	21
Selected Statutes Requiring a Record in Criminal Cases	26
Pre-Trial Civil and Criminal Discovery	28
Special Rules/Statutes Requiring a Record in Civil Cases	31
The Court Reporter and Jurors	33
The Court Reporter as a Witness	33
Rules Governing the Preparation of a Transcript	34
The Court Reporter and the Rights of the Indigent	35
The Court Reporter and the Right of Public and Press to Access Public Records	37
The Court Reporter and the Appellant	38
Chapter 3 – Pre-Trial Court Procedure	41
The Case File	43
Bench Trial or Jury Trial	44
Pre-Trial Proceedings in Criminal Cases-Court Reporter’s Duties	44
Pre-Trial Proceedings in Civil Cases-Court Reporter’s Duties	45
Suggested Pre-Jury Trial or Pre-Bench Trial Preparation	45
Chapter 4 – Making the Record in the Courtroom	49
Introduction	51
Recording Methods	51
Scope	51
Court Reporting Techniques	51
Common Reporting Problems	54
Special Situations	57
Exhibits	58
Chapter 5 – Preparation of the Transcript of Evidence	61
Introduction	63
Overview	63
Initiation of an Appeal	63
Supplementation of the Record of Proceedings	64
Preparation of a Transcript – What is Verbatim?	64
Appearance and Quality of the Transcript	66
Form of the Transcript	71
Exhibits	77
Testimony of a Witness by Deposition	78
Transcript – The Ending Entry	78

Certification of the Transcript	78
Backlog	79
Time and Extensions of Time	79
Retention of a Copy of the Transcript	79
Chapter 6 – Retention and Destruction of Court Records and Exhibits	81
Introduction	83
Records Management Committee	83
Purpose of Retaining Court Records	83
Court Records in Criminal Cases	84
Civil Cases	84
What Happens if a Court Record has been Destroyed?	84
Retention of Depositions – Civil and Criminal Cases	85
Retention of Material Objects	85
Microfilming	86
Optical Disk Imaging	87
Chapter 7 – Issues Related to Employment	89
Introduction	91
Local Court Rules Governing Court Reporter Services	91
Guidelines Concerning Fees	95
Trial Rule Provisions Regarding Method of Reporting and Other Responsibilities	95
Appendices	99
Glossary	Appendix A
Internet Reference Sites	Appendix B
Forms of Citation	Appendix C
Sample Transcript	Appendix D
Certificates and Affidavits	Appendix E